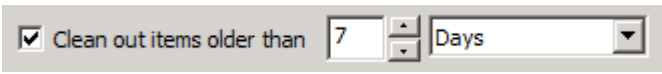### Setting Up Auto Archive in Outlook
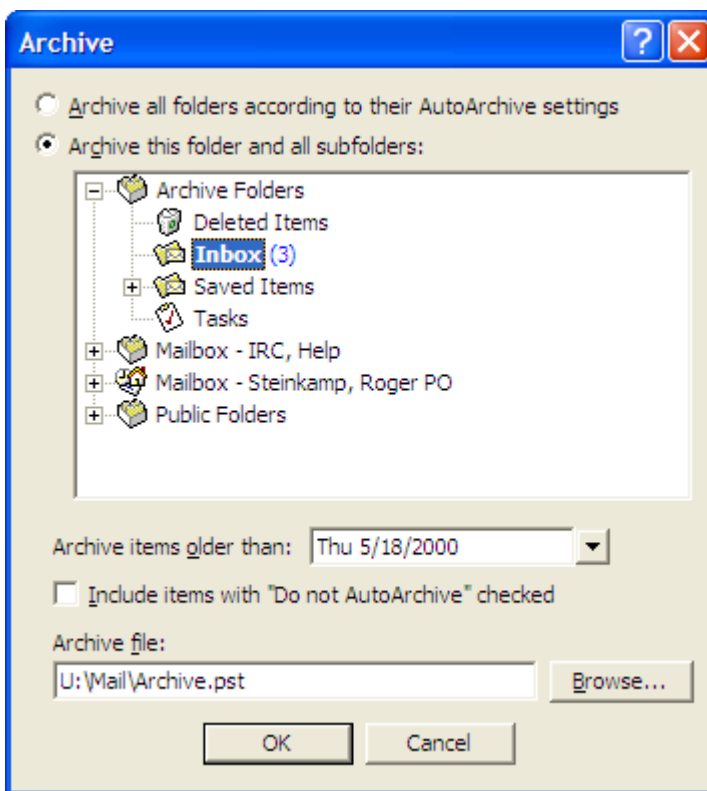
Auto Archive   Auto Archive is a feature within Microsoft® Outlook that automatically archives or deletes mail after a specified period of time. This job aid will show you how to set up the Auto Archive feature.

Step	Action
1.	On the Start menu point to Programs, then click on **Microsoft Outlook**.
2.	On the Tools menu and click on **Options…**
3.	Click the **Other** tab and click **Auto Archive**.
4.	Select the **AutoArchive every** check box.
5.	Specify the number of days between Archives by entering a number in the **days** box. **Suggestion**: No less than once a week.
6.	Check the **Prompt before AutoArchive** box to be notified before each Auto Archive. This will produce a notification on the screen when the auto archive is going to run.
7.	Click **OK**.
8.	Right click on a folder for which you want to set the AutoArchive properties (e.g. Sent Items), and then click **Properties**. **Note:** It is most important to set the AutoArchive properties for the **Sent Items** and **Deleted** folders in both the default mail folder and the ~Messages or Archive folder.
9.	Click on the **AutoArchive** tab.
10.	Click on the **Clean out items older than** box and enter a number and select a unit for time. ☑ Clean out items older than 7 Days
11.	<table><tr><td>**If…**</td><td>**Then…**</td></tr><tr><td>You want to archive the files</td><td>Choose **Move old items to:** and browse to a location for the files (the default location is 'U:\Mail\Messages.pst').</td></tr><tr><td>You want to delete the files</td><td>Choose **Permanently delete old items**.</td></tr></table>

12.	Click **OK**.

Forcing An Archive

It is possible to force Auto Archive to run at any time, regardless of the time interval you chose between archives. This job aid will show you how to force an Archive.

Step	Action
1.	On the Start menu point to Programs, then click on **Microsoft Outlook**.
2.	On the File menu and click on **Archive…**
3.	Choose the settings you desire and click **OK**.